

**PHILIP MORRIS MANAGEMENT CORP.**

INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE NEW YORK, NY 10017-5592

TO: Bill Lynch  
John Mulderig

DATE: March 28, 1995

FROM: Mary Dudine

SUBJECT: Records Retention Meeting of March 24, 1995

I have put together the following notes regarding our discussions with Pat Elliot of Hunton & Williams in Richmond, via video tele-conference.

The topic of discussion was the completion of the records retention program which was implemented two years ago. The following activities have taken place since the start of the project:

- May & June 1992- H&W had meetings at PM corporate offices to discuss records retention schedules.
- After 1992 meetings, draft retention schedules and records retention manuals, including all schedules, were sent to various department heads and outside counsel for review and revision. The revised schedules were to be sent to Hunton & Williams for consolidation.
- Pat Elliot reported that some department heads sent materials back for consolidation, but others were still outstanding. Although records coordinators were not formally designated, some individuals have been acting as records coordinators since the process began in 1992.

The group then focused on a plan to move the program forward, and came up with the following tentative schedule:

- April 3 Bill Lynch and Pat Elliot will compare departmental organization charts used in initial draft distribution against current organizational charts to identify any departments that should also be part of the program. Hunton & Williams will then consolidate all retention schedule drafts and prepare them for distribution by PM.
- April 10 Memo to be distributed to "existing" coordinators and designated individuals within departments lacking existing coordinators informing them of an upcoming meeting on records retention policy.

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[Questionnaires distributed to existing coordinators attaching copy of previously drafted retention schedules].

- April 24 Meeting with existing and newly designated records coordinators for distribution of drafts of retention schedules and retention manuals (including appendices). Coordinators will be instructed to review manual and retention schedules with other department members and revise as necessary.
- Date T.B.A. Follow-up meeting to discuss revisions to schedules.
- Date T.B.A. Distribution of finalized record manuals and retention schedules to records coordinators.
- Date T.B.A. Training sessions for records coordinators.

When these training sessions are completed, a schedule of records "clean-up days" may be scheduled to complete the process.

We will meet again on Friday, March 31 at 2:00 pm to discuss the progress of things.

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